**CHASS HR Services**

**Professional Track Faculty Hiring Proposal Request Form**

**(Upload form along with required Applicant Tracking spreadsheet to CPAWS)**

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| --- | --- | --- | --- | --- | --- |
| **Candidate’s First Name** | | Click here to enter text | | **Candidate’s Last Name** | Click here to enter text |
| **Posting Number** | | Click here to enter text | | **Position Number** | Click here to enter text |
| **Rank** | | Select an item. | | **Department** | Select an item |
| **Anticipated Start Date** | | Click enter a date | | **Requested Salary Range**  *(must be within posted range)* | Click to enter text |
| **Requested FTE (.225-1.0)** | | Click here to enter text | |
| **Does the candidate meet the minimum educational requirements listed on the posting?**  Select an item.  *If no, department should obtain approval from the Provost’s Office following the* [*alternative credentials process*](https://chass.ncsu.edu/intranet/wp-content/uploads/sites/6/2024/02/Alternative-Credentials-Process.pdf) *before submitting the Hiring Proposal Request.*  *If alternative credentials have been approved, department should attach approval to CPAWS request.* | | | | | |
| **Posting Status** | Select an item | | **To submit the hiring proposal, the Applicant Tracking spreadsheet must be attached with the second tab complete. Is this attached?**  Yes | | |

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| **Comments/Additional Information** |
| Enter Text |